



BUILDING LEADS EMERGENCY FOCUS SHEET

The Building Leads are responsible for a specific area of a building and works closely with the Facilities Manager to prepare for building emergency evacuations. During an emergency call 911 & Campus Safety Services

FIRE SAFETY & EVACUATION PREPARATION

- Be familiar with the Fire Safety & Evacuation Plan for your area and all relevant emergency procedures.
- Familiarize yourself with building exits and locations that are likely to have visitors or persons with disabilities who may need assistance during a building emergency.
- Be familiar with your building alarm system and building safety features so that you may accurately interpret alarms.
- Become familiar with operations in your area that may require additional time to shut down requiring occupant actions which would delay their exiting.
- Participate in evacuation drills as requested by the Facility Manager.
- Inform persons with acknowledged mobility disabilities about the guidelines for evacuation.

TRAINING

Building Lead Training (Required in each Building)

Fire Extinguisher Training (Required)

Training dates & times arranged through the Manager of Emergency Planning, Don Mattei

EMERGENCY EVACUATION

In the event of an emergency requiring building evacuation, the primary role of the Building Lead is to:

1. Encourage occupants to move towards exits quickly.
2. Communicate with the Facility Manager at the evacuation assembly point.

Check your area for visitors and others who may need assistance responding to the emergency.

Inform students, visitors and other transient occupants the location of the nearest exit. Direct occupants to the exits and tell them where to assemble outside. Direct persons with disabilities to follow their individual plan. If they don't have one direct them to an area of refuge. Assign individuals to aid them if possible.

Optional: Sweep your area by walking, calling out, knocking on doors, and closing doors if possible as you exit the building. Encourage others to respond promptly. Be assertive when communicating the need to evacuate.

If fire or smoke is observed, Building Leads must discontinue their activities and evacuate immediately before the space becomes untenable. As a general rule, evacuation Building Leads should not use fire extinguishers or otherwise fight fires.

Exit the building and communicate with exiting occupants where to assemble outside.

AT THE ASSEMBLY POINT

Direct people to the evacuation assembly point so they don't obstruct traffic or emergency responders. Remain at least 30 feet from the affected building.

Report any known information about the nature and location of the emergency to the Facility Manager who will relay the information to first responders.

Attempt to identify persons who may have remained behind, especially if the building emergency is known and the persons unaccounted for work in or near the affected area. Confer with supervisors and co-workers and use any available lists or floor plans. Immediately report to the Facility Manager or Campus Safety any missing persons who you have reason to believe may be in the building or in jeopardy.

When notified by the Facility Manager, **help communicate the all-clear message** so the building may be reoccupied. Don't reoccupy in response to the alarm being silenced. Await a definitive message.